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WA 2917

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## TRAINING PROGRAM

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### Introduction

In compliance with RCRA and WAC regulations the purpose of this training program is to provide a safe working environment for all of Chemical Processors, Inc. employees. The training program will benefit the employee and the company by providing extensive education in the proper management of hazardous substances (products and waste). The training program has been divided into two categories for ease of implementation. They are "general" training - required for all employees, and job-specific training. The general training will be provided once a month, through one hour safety meetings. The job-specific training will be provided largely through "on-the-job" training, specific to that job description.

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### Procedure

Twelve sessions are listed for the general training one-hour programs. The order of the topics will be dictated by the priority of needed information. Some general training sessions will include a trained specialist or an expert in that field.

The training program has been designed to meet the required regulations established in the 40 CFR and Washington state regulations. The training program will also cover the requirements for the new federal and state law "Workers Right to Know" contained in the Hazard Communications Standard.

The topic for the monthly safety meeting will be established the month prior to the date of the meeting. A sign-in sheet will be distributed during the meeting which will provide recordkeeping for attendance.

New employees will receive general introductory training about Chemical Processors during their first two weeks of employment. The remainder of the training will be done on the job, and logged on their personal training completion form.

USEPA RCRA



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It is required by 40 CFR and WAC regulations to review all the training (general and on-the-job) for each employee on a yearly basis. A record sheet has been established for each employee. When an employee completes any of his/her required training sessions the record sheet shall be updated. This will enable Chempro to maintain their high standard of hazardous waste management. The record sheet will be kept in the employee's personnel file at the plant. All training records will be kept for three years after an employee leaves the company, or is terminated.

The proposed topics to be covered during November 1985 to November 1986 are:

- 1) Chemical Hazards - "Worker Right to Know", Hazard Communication Laws and the Introduction to the Hazardous Materials Identification System
- 2) Chemical Compatibility
- 3) Protective Equipment - General (gloves, boots, coveralls, etc.)
- 4) Respirators
- 5) Fresh Air Supply
- 6) Emergency Response and Contingency Plan
- 7) Fire
- 8) Spills
- 9) Sprinkler and Alarm Systems
- 10) First Aid - CPR
- 11) DOT/EPA Labeling/Placarding/Manifesting
- 12) General Recordkeeping - Drum Tracking
- 13) Required Inspections and Maintenance
- 14) Forklift Safety and Operation
- 15) General Safety Procedures ("Walk - Don't Run"..etc)

The contents of the session will be kept in a "Training and Safety" file at the respective plants. The plant managers are responsible for the recordkeeping and updating the employees' files.

The training program also contains a job description for each position at the plants which includes the related, required training.

#### Summary

The training program is an established part of Chemical Processors. The program will be expanded and updated in accordance with the applicable ever-changing regulations and company expansion.



## TRAINING MODULE

Subject: General - Hazard Communication Standard  
"Workers Right to Know"

Specific - Introduction and the Hazardous Materials  
Identification System

Instructor: Regulatory Affairs Assistant/Compliance Officer, or  
a trained specialist in this area.

### Introduction

Hazardous waste is exempt from the Hazard Communication Standard due to all the present applicable regulations required for proper hazardous waste management. The standard does apply to treatment chemicals and products found at Chemical Processors



facilities. This module will introduce the requirements of the standard as well as the labeling and Hazardous Materials Identification System Chemical Processors has instituted to comply with the specific aspects of the standard. Due to the amount of information required by the standard, the program will be split into two sessions:

- A. Introduction to the Standard and the Labeling System
- B. Material Safety Data Sheets

The purpose of this module is to educate all employees on the information they have a "right to know"; such as:

- A) Identifying any hazardous materials they will be exposed to.
- B) Methods and observations that they may use to detect the presence or release of a hazardous material.
- C) Interpretation of the information provided by material safety data sheets (covered in Session B).

### Materials and/or Equipment Required

Presentations are an effective method of classroom training. A film or slide presentation can create a visual example of the major points the instructor is trying to teach. Hand-outs are effective for permanent records of the topic, and also provide an easy reference tool for the employee. A copy of hand-outs for each module will be attached to each module outline.

The title and author of each select slide or film presentation will be listed in this section. This section will be updated as the slide or film materials change due to the changes in availability and content (based on the regulations).

### Goals and Desired Results

Each module will be designed to instill retainable knowledge by each employee. The amount of knowledge retained will be measured by a short test or quiz. The tests (and/or quizzes) will be used to measure the amount of information which should be presented in each module, based on the average ability of the employees. If an employee shows any misinterpretation of the

employee is encouraged to spend some time reading and understanding the Hazard Communication Plan.

A text (booklet) of the slide presentation which contains a short review quiz is handed out along with a wallet card to be kept by each employee.

### Sign-In Sheet

Each employee is required to sign the attendance sheet and provide their name, title or position, signature and date.

### Goals and Desired Results

The goals of this module are to introduce the main reasons for the standard, make the employees feel confident about requesting further information, stress the fact that for the time being, the labeling system will only apply to treatment chemicals and products, and to encourage recommendations and participation. Each employee should depart with the knowledge of the standard where the labels should be, how to interpret the codes, and



where the Hazard Communication Plan and Material Safety Data Sheets are located.

#### Measurement of the Effectiveness of the Presentation

The quiz attached to the booklet is completed at the end of the training session. Employees are encouraged to use and keep the booklet as a reference. The quizzes are evaluated for the ease of retention of the presented information and to ensure key points are retained and interpreted properly.

#### Evaluations and Recommendations

The information is reviewed by the plant managers and some employees. The pertinent comments and recommendations are listed below.

## TRAINING MODULE

Subject: General - Hazard Communication Standard -  
("Workers' Right to Know")

Specific - Material Safety Data Sheets

Instructor: Regulatory Affairs Assistant/Compliance Officer  
or trained specialist in that field.

### Introduction

The Hazard Communication Standard requires each employer to provide their employees with material safety data sheets (MSDS's) for the hazardous materials in their workplace and train them in the proper interpretation of the information provided by the MSDSs.

### Purpose and Intent

The purpose of the module is to inform the employee where the MSDSs are located, how they are organized, explain the different forms they may appear in, and an explanation of the information provided in each section.

### Materials and/or Equipment Required

A review of the slide presentation "Painters Association - Hazardous Materials Identification System", used to introduce the labelling system will be used to train employees. This slide presentation outlines the information provided by a MSDS sufficiently to provide an introduction to the forms.

### Format and Handouts

A brief lecture will explain the materials handed out during this training session. Two different examples of MSDSs, and a pamphlet explaining the information provided by a MSDS will be given to each employee. The pamphlet can be used as a reference to reinforce the correct interpretation of the MSDS.



### Sign In Sheets

Each employee will be required to sign an attendance form providing their name, title or position, signature and date of attendance.

### Goals and Desired Results

The goal of this training session (Session B) is to expand the employee's knowledge of the HMIS system and inform the employees where to find the MSDSs, and to answer any questions raised by the previous session (Session A) on the Hazard Communication Standard.

### Measurement of the Effectiveness of the Presentation

A short quiz consisting of true/false and fill-in-the-blanks questions will measure the amount of information retained by the employees and to teach them to use the pamphlet and example MSDSs as references.

### Evaluation and Recommendations

The information provided will be reviewed by the plant managers and some designated employees. All evaluations and recommendations help in assessing the needs of the employees for adequate training.

## TRAINING MODULE

SUBJECT: Shipping Papers and Manifests

INSTRUCTOR: Hazardous Waste Specialist or an instructor with equal experience.

### Introduction

Shipping papers and manifests provide the necessary information for proper loading, storing and handling of hazardous materials and wastes, as well as information to Emergency Response personnel, enabling them to respond in an effort to protect human health and the environment, and a recordkeeping and reporting system for regulatory agencies.

### Purpose and Intent

This training module is designed to provide all employees managing hazardous wastes, with up to date information on the steps required for using shipping papers and hazardous waste manifests.

A slide program, designed by the Transportation Skills Program titled "Shipping Papers and Hazardous Waste Manifests" will be utilized to present the detailed information. The text of the slide program is attached. Examples of correct manifests will be reviewed. Sample manifests with intentional errors will be used as a test for employees to determine apparent errors and make the necessary corrections.



### Goals\_and\_Desired\_Results

This module has two main goals: to increase the awareness of employees of the importance of proper manifesting; and to educate employees on the requirements of properly handling manifests.

### Measurement\_of\_the\_Effectiveness\_of\_the\_Presentation

A true-false quiz will be given following the slide program to ensure the information provided can be retained.

### Evaluations\_and\_Recommendations

## STEP 1 — DETERMINE IF YOU HANDLE A DANGEROUS WASTE

Check to see if your waste(s) meet the description of the following sections of Chapter 173-303 Washington Administrative Code.

- A) Discarded chemical products, WAC 173-303-081; or
- B) Dangerous waste sources, WAC 173-303-082; or
- C) Dangerous waste mixtures, WAC 173-303-084; or
- D) Dangerous waste characteristics, WAC 173-303-090; or
- E) Dangerous waste criteria, WAC 173-303-100

If you are unsure of the designation process or your obligations under state law please refer to the full text of WAC 173-303, which may be obtained by contacting a regional office near you or our headquarters office in Olympia (see Table 1).

TABLE 1. Department of Ecology Offices

Correspond or speak to a hazardous waste program inspector or specialist.	
Northwest Regional Office 4350-150th N.E. Redmond, WA 98052 Tel: (206) 885-1900	Southwest Regional Office 7272 Cleanwater Lane Olympia, WA 98504 Tel: (206) 753-2353
Eastern Regional Office N. 4601 Monroe St. Spokane, WA 99205 Tel: (509) 456-2926	Central Regional Office 3601 West Washington Yakima, WA 98903 Tel: (509) 575-2490
Headquarters Office Mail Stop PV-11 Olympia, WA 98504-8711 Tel: (206) 459-6300/6305/6306	

## STEP 2 — HOW TO GET AN EPA/STATE IDENTIFICATION NUMBER

Complete the following on Form 2:

Section 1. First, Revised, Withdrawn, Reactivated Notification, or Closed Site.

Place an "X" in the appropriate box in 1A, B, C, D, or E (mark one box only). If this is a revised, withdrawn, or reactivated application, enter your installations EPA/State ID# in Section 9B (upper left corner of application marked "Department Use Only").

If you are no longer generating or handling dangerous waste and wish to have your ID# withdrawn, mark box 1C. You may not use the ID# after the date the department acknowledges your withdrawal request. The department will not request annual reports from businesses with withdrawn notification and ID#s. You may request reactivation of your previously withdrawn notification and a new ID# assignment by marking box 1D. Form 2 must be completed, received and acknowledged by the department before you may conduct hazardous waste activities. If regulated activities are conducted at a time when your ID# is withdrawn and/or an annual report is not received for a calendar year in which you generate or TSD wastes, you will be subject to enforcement action. Mark box 1E if you no longer occupy this site and need the ID# cancelled.

Section 2A. The nine digit Washington State Department of Revenue (DOR) registration number assigned to your business must be entered in this section. This is the number used on DOR forms filed when paying state taxes. Contact your fiscal office or the DOR if you do not know your registration number. Any letters preceding your nine digit number should be ignored.

Section 2B. Installations SIC Code(s)

List the 4-digit standard industrial classification (SIC) codes which best describe your installation. The primary SIC code entered should cover the portion of your business that generates or TSD's dangerous wastes. Subsequent SIC codes should identify your installation in terms of the principal products or services you produce or provide. If more than one SIC code is applicable to your activities, list all SIC codes which best describe your business. SIC code numbers may be found in the "Standard Industrial Classification Manual" prepared by the Executive Office of the President,

Office of Management and Budget, which is available from the Government Printing Office, Washington, D.C. or the nearest public library. Use the current edition of the manual. Another source of SIC codes is the Washington Manufacturers Register published by the Times Mirror Press, 1115 So. Boyle, Los Angeles, CA 90023, in cooperation with the Washington State Department of Commerce and Economic Development. If you have any questions concerning the appropriate SIC code for your facility, contact your Department of Ecology regional office (see Table 1).

Section 3. Enter the Name of Your Company and/or Installation

Please be sure to delineate your installation in some way that separates it from others with the same name and owned by the same company/corporation (i.e., Widget Manufacturing Company — Olympia or Widget Manufacturing Co. — dba WMC Inc.) EPA/State ID#s are assigned by location of each separate installation.

Section 4. Installation or Company Mailing Address

Give the complete mailing address of the office where correspondence should be sent. This often is not the address used to designate the location of the installation or activity in Section 5.

Section 5. Location of Installation

Give the address or location of the installation identified in Section 3 of the form. If the facility lacks a street name or route number, give the most accurate alternative geographic information (e.g., section number or quarter section number from county records or at an intersection or distance from an intersection of named roads or numbered highways. If the mailing address and location of the installation are the same, leave the "description of physical location" boxes of this Section blank. Please complete Section 6 below, even if location is the same as mailing address. Do not use a P.O. Box address in this space.

Section 6. County Where Installation is Located.

Complete this section

Indicate the county in which this installation is located. Complete this section even if you left Section 5 blank.

Section 7. Dangerous Waste Activities Your Business is Conducting

Note: The EPA/State ID# assigned to you may be used for more than one activity at this location. However, this applies only if you have notified for each activity and received a confirmation.

Enter an X in the appropriate box(es) that indicate the type(s) of dangerous waste activities you are engaged in at this time or wish to have an ID# for planned future activities. Please refer to the definitions taken from WAC 173-303-040. Further reference to WAC 173-303 may be necessary to determine which activities apply.

If you mark the "treat," "store," or "dispose" activity, you must contact the Department of Ecology (see Table 1) and request the dangerous waste facility permit application, Parts A and B information.

Section 7B(2). Mode of Transportation. Complete this section only if you are involved with transporting your own or others waste(s) to an offsite location and marked the "transportation" block in Section 7B. Indicate the mode(s) of transport your are engaged in. Also note if you transport waste for hire.

Section 8. Company (Installation) Contact Person

Enter the name, title, and work telephone number of a person who is thoroughly familiar with the operation of the facility and with the facts reported in this application and who can be contacted regarding information submitted on this form.

Section 9A. Ownership (Company)

Provide the name(s) of the "legal" owner(s) of this company. Use additional sheet(s) if necessary to list more than one owner. If you are leasing or renting the property where this activity is located, enter the names of the corporation or individuals who entered the lease or rental contract.

Section 9B. Ownership (Property/Site)

Provide the name(s) of the legal owner(s) of this property if you are renting or leasing.

Section 10. Type of Ownership

Indicate type of ownership by entering the proper code in the box provided. An installation is federally owned if the owner is the federal government, even if it is operated by a private contractor.

### TYPE OF OWNERSHIP CODES

- FF = Federally owned, Federally operated
- FC = Federally owned, Operated by a private contractor to the Federal Government
- FP = Federally owned, Privately operated
- PF = Privately owned, constructed for use by the Federal Government and operated by the Federal Government
- PL = Privately owned, Leased and operated by, the Federal Government
- PI = Privately owned, Indian Land
- FI = Federally owned, Indian Land
- C = County owned
- M = Municipal owned
- P = Private ownership
- S = State owned
- O = Other—describe in comments section

### DEFINITIONS

"Batch" means any waste which is generated less frequently than once a month.

"Disposal" means the discharging, discarding, or abandoning of dangerous wastes or the treatment, decontamination, or recycling of such wastes once they have been discarded or abandoned. This includes the discharge of any dangerous wastes into or on any land, air, or water. Note: You are not conducting disposal activity if you are sending the wastes you generated in your business activity somewhere else for disposal. You are only a generator of waste.

"EPA/State identification number" or "EPA/State ID#" means the number assigned by EPA or by the department of ecology to each generator, transporter, and TSD facility.

"Facility" means all contiguous land, and structures, other appurtenances, and improvements on the land used for recycling, reusing, reclaiming, transferring, storing, treating, or disposing of dangerous waste. Unless otherwise specified in this chapter, the terms "facility," "treatment, storage, disposal facility," "TSD facility," "dangerous waste facility" or "waste management facility" shall be used interchangeably.

"Generator" means any person, by site, whose act or process produces dangerous waste or whose act first causes a dangerous waste to become subject to regulation.

"On-site" means the same, geographically contiguous, or bordering property. Travel between two properties divided by a public right-of-way, and owned, operated, or controlled by the same person, shall be considered on-site travel if: (a) the travel crosses the right-of-way at a perpendicular intersection; or, (b) the right-of-way is controlled by the property owner and is inaccessible to the public.

"Storage" means the holding of dangerous waste for a temporary period, except that the accumulation of dangerous waste, by the generator on the site of generation, for less than ninety days from the date the dangerous waste was generated is not storage as long as the generator complies with the requirements of WAC 173-303-200.

"Transportation" means the movement of dangerous waste by air, rail, highway, or water.

"Transporter" means a person engaged in the off-site transportation of dangerous waste.

"Treatment" means the physical, chemical, or biological processing of dangerous waste to make such wastes nondangerous or less dangerous, safer for transport, amenable for energy or material resource recovery, amenable for storage, or reduced in volume.

"Underground injection" means the subsurface emplacement of fluids through a bored, drilled, or driven well, or through a dug well, where the depth of the dug well is greater than the largest surface dimension.

Section 11. Waste Identification — If you are notifying only for the transportation activity in Section 7B you need not complete section 11, unless you are contracting to certain installation(s) and know the waste(s) and quantities you will be handling per your contract(s).

Section 11B. Description of Waste(s)

For dangerous wastes that are listed under Chapter 173-303 WAC, enter the listed name, abbreviated if necessary.

For unlisted dangerous wastes or mixtures of dangerous wastes identified under Chapter 173-303 WAC, enter the description which you believe best describes the waste. Include the specific manufacturing or other process generating the waste and if known, the chemical or generic chemical name of the waste.



# Answer Sheet

## HAZARDOUS MATERIALS & WASTE SHIPPING PAPERS & UNIFORM MANIFESTS

TRUE FALSE

- 1) Each person offering a hazardous material for transportation is required to provide a shipping paper? ☒ ( )
- 2) DOT Identification numbers are required on all shipping papers? ☒ ( )
- 3) Hazardous Material descriptions may be entered on a Shipping Paper in one of four (4) ways? ☒ ( )
- 4) The DOT information on a shipping paper may be abbreviated, if it is too long? ( ) ☒
- 5) If a hazardous material meets more than one hazard class definition, it must be added to the basic description? ☒ ( )
- 6) The name of the shipper must appear on all shipping papers, in all modes of transportation? ☒ ( )
- 7) The DOT Description must appear in a specific sequence: Proper DOT Name, Hazard Class, ID Number, Number of Containers, weight or volume? ☒ ( )
- 8) Abbreviations may be used for the types of containers? ☒ ( )
- 9) A Small Quantity Generator is not required to use a Hazardous Waste Manifest, under Federal RCRA regulations? ( ) ☒
- 10) The word "waste", if not included in the shipping name, must precede the proper EPA/DOT shipping name? ☒ ( )



# Master Instruction Manifest Complete Boxes with The "X"s.

## CHEMICAL PROCESSORS, INC./RESOURCE RECOVERY CORP.

5501 Airport Way So. • Seattle, WA 98108  
Chempro 767-0350 • Resource Recovery 767-0355

3438

Please print or type  
(Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2000-0404. Expires 7-31-8

UNIFORM HAZARDOUS WASTE MANIFEST		Generator's US EPA ID No.	Manifest Document No.	Page 1 of	Information in the shaded areas is not required by Federal law.	
3. Generator's Name and Mailing Address			A. State Manifest Document Number			
4. Generator's Phone ( )			B. State Generator's ID			
5. Transporter 1 Company Name		6. US EPA ID Number	C. State Transporter's ID			
7. Transporter 2 Company Name		8. US EPA ID Number	D. Transporter's Phone			
9. Designated Facility Name and Site Address		10. US EPA ID Number	E. State Transporter's ID			
<input type="checkbox"/> Chempro 734 So. Lucile St. Seattle, WA (206) 767-0350 <input type="checkbox"/> Chempro Pier 91 Seattle, WA (206) 284-2450 <input type="checkbox"/> Chempro 1701 Alexander Tacoma, WA (206) 627-7568 <input type="checkbox"/> Other:		WAD 000812909 WAD 000812917 WAD 0202257945	F. Transporter's Phone			
			G. State Facility's ID			
			H. Facility's Phone			
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)			12. Containers No.	Type	13. Total Quantity	14. Unit Wt/Vol
a.						
b.						
c.						
d.						
J. Additional Descriptions for Materials Listed Above			K. Handling Codes for Wastes Listed Above			
15. Special Handling Instructions and Additional Information						
<p>16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations.</p> <p>Unless I am a small quantity generator who has been exempted by statute or regulation from the duty to make a waste minimization certification under Section 3002(b) of RCRA, I also certify that I have a program in place to reduce volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.</p>						
Printed/Typed Name			Signature		Month Day Year	
17. Transporter 1 Acknowledgement of Receipt of Materials			Signature		Month Day Year	
Printed/Typed Name			Signature		Month Day Year	
18. Transporter 2 Acknowledgement of Receipt of Materials			Signature		Month Day Year	
Printed/Typed Name			Signature		Month Day Year	
19. Discrepancy Indication Space						
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in item 19.						
Printed/Typed Name			Signature		Month Day Year	



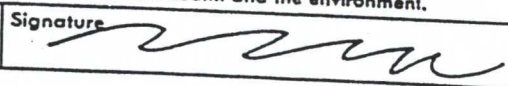



## CHEMICAL PROCESSORS, INC./RESOURCE RECOVERY CORP.

5501 Airport Way So. • Seattle, WA 98108  
Chempro 767-0350 • Resource Recovery 767-0355

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Please print or type  
(Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2000-C404. Expires 7/1/00

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No. WAD000000001	Manifest Document No. 12345	2. Page 1 1 of 1	Information in the shaded area not required by Federal law.	
3. Generator's Name and Mailing Address INDUSTRIAL FINISHERS 8001 S Park Lane Seattle WA 98105			A. State Manifest Document Number			
4. Generator's Phone (206) 784-1919			B. State Generator's ID			
5. Transporter 1 Company Name Herzogs' Services		6. US EPA ID Number ORD000002000		C. State Transporter's ID		
7. Transporter 2 Company Name Dyne's Reclaiming		8. US EPA ID Number WAD000003000		D. Transporter's Phone 383-4103		
9. Designated Facility Name and Site Address <input type="checkbox"/> Chempro 734 So. Lucile St. Seattle, WA (206) 767-0350 <input checked="" type="checkbox"/> Chempro Pier 91 Seattle, WA (206) 284-2450 <input type="checkbox"/> Chempro 1701 Alexander Tacoma, WA (206) 627-7568 <input type="checkbox"/> Other:		10. US EPA ID Number WAD 000812909 WAD 000812917 WAD 0202257945		E. State Transporter's ID		
				F. Transporter's Phone 523-8615		
				G. State Facility's ID		
				H. Facility's Phone		
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)			12. Containers		13. Total Quantity	
			No. Type		Unit Wt/Vol Waste	
a. HAZARDOUS WASTE LIQUID, N.O.S. ORM-E NA 9189			1 11		5000 G D008	
b. WASTE COMBUSTIBLE LIQUID, N.O.S. Combustible Liquid NA 1993			1 11		5000 G D001	
c.						
d.						
J. Additional Descriptions for Materials Listed Above Waste Oil, diesel and water			K. Handling Codes for Wastes Listed Above			
15. Special Handling Instructions and Additional Information If spilled prevent from entering waterways						
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations. Unless I am a small quantity generator who has been exempted by statute or regulation from the duty to make a waste minimization certification under Section 3002(b) of RCRA, I also certify that I have a program in place to reduce volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.						
Printed/Typed Name Johnathan Jones			Signature 			
17. Transporter 1 Acknowledgement of Receipt of Materials			Month Day			
Printed/Typed Name Tom Tront			Signature 			
18. Transporter 2 Acknowledgement of Receipt of Materials			Month Day			
Printed/Typed Name George Frank			Signature 			
19. Discrepancy Indication Space						
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in item 19.						
Printed/Typed Name D. J. Jones			Signature 			



APPENDIX—UNIFORM HAZARDOUS WASTE  
MANIFEST AND INSTRUCTIONS (EPA  
FORMS 8700-22 AND 8700-22A AND  
THEIR INSTRUCTIONS)

U.S. EPA Form 8700-22

Read all instructions before completing this form.

This form has been designed for use on a

12-pitch (elite) typewriter; a firm point pen may also be used—press down hard.

Federal regulations require generators and transporters of hazardous waste and owners or operators of hazardous waste treatment, storage, and disposal facilities to use this form (8700-22) and, if necessary, the continuation sheet (Form 8700-22A) for both inter and intrastate transportation.

Federal regulations also require generators and transporters of hazardous waste and owners or operators of hazardous waste treatment, storage and disposal facilities to complete the following information:

GENERATORS

Item 1. Generator's U.S. EPA ID Number—  
Manifest Document Number

Enter the generator's U.S. EPA twelve digit identification number and the unique five digit number assigned to this Manifest (e.g., 00001) by the generator.

Item 2. Page 1 of —

Enter the total number of pages used to complete this Manifest, i.e., the first page (EPA Form 8700-22) plus the number of Continuation Sheets (EPA Form 8700-22A), if any.

Item 3. Generator's Name and Mailing  
Address

Enter the name and mailing address of the generator. The address should be the location that will manage the returned Manifest forms.

Item 4. Generator's Phone Number

Enter a telephone number where an authorized agent of the generator may be reached in the event of an emergency.

Item 5. Transporter 1 Company Name

Enter the company name of the first transporter who will transport the waste.

Item 6. U.S. EPA ID Number

Enter the U.S. EPA twelve digit identification number of the first transporter identified in item 5.

Item 7. Transporter 2 Company Name

If applicable, enter the company name of the second transporter who will transport the waste. If more than two transporters are used to transport the waste, use a Continuation Sheet(s) (EPA Form 8700-22A) and list the transporters in the order they will be transporting the waste.

Item 8. U.S. EPA ID Number

If applicable, enter the U.S. EPA twelve digit identification number of the second transporter identified in item 7.

NOTE: If more than two transporters are used, enter each additional transporter's company name and U.S. EPA twelve digit identification number in items 24-27 on the Continuation Sheet (EPA Form 8700-22A). Each Continuation Sheet has space to record two additional transporters. Every transporter used between the generator and the designated facility must be listed.

Item 9. Designated Facility Name and Site  
Address

Enter the company name and site address of the facility designated to receive the waste listed on this Manifest. The address must be the site address, which may differ from the company mailing address.

Item 10. U.S. EPA ID Number

Enter the U.S. EPA twelve digit identification number of the designated facility identified in item 9.

Item 11. U.S. DOT Description (Including  
Proper Shipping Name, Hazard Class, and  
ID Number (UN/NA))

Enter the U.S. DOT Proper Shipping Name, Hazard Class, and ID Number (UN/NA) for each waste as identified in 49 CFR 171 through 177.

NOTE: If additional space is needed for waste descriptions, enter these additional descriptions in item 28 on the Continuation Sheet (EPA Form 8700-22A).

Item 12. Containers (No. and Type)

Enter the number of containers for each waste and the appropriate abbreviation from Table I (below) for the type of container.

Table I—Types of Containers

DM=Metal drums, barrels, kegs  
DW=Wooden drums, barrels, kegs  
DF=Fiberboard or plastic drums, barrels, kegs  
TP=Tanks portable  
TT=Cargo tanks (tank trucks)  
TC=Tank cars  
DT=Dump truck  
CY=Cylinders  
CM=Metal boxes, cartons, cases (including roll-offs)  
CW=Wooden boxes, cartons, cases  
CF=Fiber or plastic boxes, cartons, cases  
BA=Burlap, cloth, paper or plastic bags

Item 13. Total Quantity

Enter the total quantity of waste described on each line.

Item 14. Unit (WL/VOL)

Enter the appropriate abbreviation from Table II (below) for the unit of measure.

Table II—Units of Measure

G=Gallons (liquids only)  
P=Pounds  
T=Tons (2000 lbs)  
Y=Cubic yards  
L=Liters (liquids only)  
K=Kilograms  
M=Metric tons (1000 kg)  
N=Cubic meters

Item 15. Special Handling Instructions and  
Additional Information

Generators may use this space to indicate special transportation, treatment, storage, or disposal information or Bill of Lading information. States may not require additional, new, or different information in this space. For international shipments, generators must enter in this space the point of departure (City and State) for those shipments destined for treatment, storage, or disposal outside the jurisdiction of the United States.

Item 16. Generator's Certification

The generator must read, sign (by hand), and date the certification statement. If a mode other than highway is used, the word "highway" should be lined out and the appropriate mode (rail, water, or air) inserted in the space below. If another mode in addition to the highway mode is used, enter the appropriate additional mode (e.g., and rail) in the space below.

NOTE: All of the above information except the handwritten signature required in item 16 may be preprinted.

TRANSPORTERS

Item 17. Transporter 1 Acknowledgement of  
Receipt of Materials

Enter the name of the person accepting the waste on behalf of the first transporter. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

Item 18. Transporter 2 Acknowledgement of  
Receipt of Materials

Enter, if applicable, the name of the person accepting the waste on behalf of the second transporter. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

NOTE: International Shipments—Transporter Responsibilities.

Exports—Transporters must sign and enter the date the waste left the United States in item 15 of Form 8700-22.

Imports—Shipments of hazardous waste regulated by RCRA and transported into the United States from another country must upon entry be accompanied by the U.S. EPA Uniform Hazardous Waste Manifest. Transporters who transport hazardous waste into the United States from another country are responsible for completing the Manifest (40 CFR 263.10(c)(1)).

Owners and Operators of Treatment,  
Storage, or Disposal Facilities

Item 19. Discrepancy Indication Space

The authorized representative of the designated (or alternate) facility's owner or operator must note in this space any significant discrepancy between the waste described on the Manifest and the waste actually received at the facility.

Owners and operators of facilities located in unauthorized States (i.e., the U.S. EPA administers the hazardous waste management program) who cannot resolve significant discrepancies within 15 days of receiving the waste must submit to their Regional Administrator (see list below) a letter with a copy of the Manifest at issue describing the

discrepancy and attempts to reconcile it (40 CFR 264.72 and 265.72).

Owners and operators of facilities located in authorized States (i.e., those States that have received authorization from the U.S. EPA to administer the hazardous waste program) should contact their State agency for information on State Discrepancy Report requirements.



Regional Administrator, U.S. EPA Region I,  
J.F. Kennedy Fed. Bldg., Boston, MA  
02203  
Regional Administrator, U.S. EPA Region  
II, 26 Federal Plaza, New York, NY 10278  
Regional Administrator, U.S. EPA Region  
III, 8th and Walnut Sts., Philadelphia, PA  
19106  
Regional Administrator, U.S. EPA Region  
IV, 345 Courtland St., NE, Atlanta, GA  
30365  
Regional Administrator, U.S. EPA Region  
V, 230 S. Dearborn St., Chicago, IL 60604  
Regional Administrator, U.S. EPA Region  
VI, 1201 Elm Street, Dallas, TX 75270  
Regional Administrator, U.S. EPA Region  
VII, 324 East 11th Street, Kansas City,  
MO 64106  
Regional Administrator, U.S. EPA Region  
VIII, 1860 Lincoln Street, Denver, CO  
80295  
Regional Administrator, U.S. EPA Region  
IX, 215 Fremont Street, San Francisco,  
CA 94105  
Regional Administrator, U.S. EPA Region  
X, 1200 Sixth Avenue, Seattle, WA 98101

*Item 20. Facility Owner or Operator:  
Certification of Receipt of Hazardous  
Materials Covered by This Manifest Except  
as Noted in Item 19*

Print or type the name of the person accepting the waste on behalf of the owner or operator of the facility. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

Items A-K are not required by Federal regulations for intra- or interstate transportation. However, States may require generators and owners or operators of treatment, storage, or disposal facilities to complete some or all of items A-K as part of State manifest reporting requirements. Generators and owners and operators of treatment, storage, or disposal facilities are advised to contact State officials for guidance on completing the shaded areas of the Manifest.

**INSTRUCTIONS—CONTINUATION SHEET, U.S.  
EPA FORM 8700-22A**

Read all instructions before completing this form.

This form has been designed for use on a 12-pitch (elite) typewriter; a firm point pen may also be used—press down hard.

This form must be used as a continuation sheet to U.S. EPA Form 8700-22 if:

~~More than two transporters are to be used to transport the waste.~~

~~More space is required for the U.S. DOT description and related information in Item 11 of U.S. EPA Form 8700-22.~~

Federal regulations require generators and transporters of hazardous waste and owners or operators of hazardous waste treatment, storage, or disposal facilities to use the uniform hazardous waste manifest (EPA Form 8700-22) and, if necessary, this continuation sheet (EPA Form 8700-22A) for both inter- and intrastate transportation.

**GENERATORS**

*Item 21. Generator's U.S. EPA ID Number—  
Manifest Document Number*

Enter the generator's U.S. EPA twelve digit identification number and the unique five digit number assigned to this Manifest (e.g., 00001) as it appears in item 1 on the first page of the Manifest.

*Item 22. Page —*

Enter the page number of this Continuation Sheet.

*Item 23. Generator's Name*

Enter the generator's name as it appears in item 3 on the first page of the Manifest.

*Item 24. Transporter — Company Name*

If additional transporters are used to transport the waste described on this Manifest, enter the company name of each additional transporter in the order in which they will transport the waste. Enter after the word "Transporter" the order of the transporter. For example, Transporter 3 Company Name. Each Continuation Sheet will record the names of two additional transporters.

*Item 25. U.S. EPA ID Number*

Enter the U.S. EPA twelve digit identification number of the transporter described in item 24.

*Item 26. Transporter — Company Name*

If additional transporters are used to transport the waste described on this Manifest, enter the company name of each additional transporter in the order in which they will transport the waste. Enter after

the word "Transporter" the order of the transporter. For example, Transporter 4 Company Name. Each Continuation Sheet will record the names of two additional transporters.

*Item 27. U.S. EPA ID Number*

Enter the U.S. EPA twelve digit identification number of the transporter described in item 26.

*Item 28. U.S. DOT Description Including  
Proper Shipping Name, Hazardous Class,  
and ID Number (UN/NA)*

Refer to item 11.

*Item 29. Containers (No. and Type)*

Refer to item 12.

*Item 30. Total Quantity*

Refer to item 13.

*Item 31. Unit (WL/VOL)*

Refer to item 14.

*Item 32. Special Handling Instructions*

Generators may use this space to indicate special transportation, treatment, storage, or disposal information or Bill of Lading information. States are not authorized to require additional, new, or different information in this space.

**TRANSPORTERS**

*Item 33. Transporter — Acknowledgement  
of Receipt of Materials*

Enter the same number of the Transporter as identified in item 24. Enter also the name of the person accepting the waste on behalf of the Transporter (Company Name) identified in item 24. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

*Item 34. Transporter — Acknowledgement  
of Receipt of Materials*

Enter the same number as identified in item 26. Enter also the name of the person accepting the waste on behalf of the Transporter (Company Name) identified in item 26. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

**INSTRUCTIONS—CONTINUATION SHEET, U.S.  
EPA FORM 8700-22A**

Read all instructions before completing this form.

This form has been designed for use on a 12-pitch (elite) typewriter; a firm point pen may also be used—press down hard.

This form must be used as a continuation sheet to U.S. EPA Form 8700-22 if:

~~More than two transporters are to be used to transport the waste.~~

~~More space is required for the U.S. DOT description and related information in Item 11 of U.S. EPA Form 8700-22.~~

Federal regulations require generators and transporters of hazardous waste and owners or operators of hazardous waste treatment, storage, or disposal facilities to use the uniform hazardous waste manifest (EPA Form 8700-22) and, if necessary, this continuation sheet (EPA Form 8700-22A) for both inter- and intrastate transportation.

**GENERATORS**

*Item 21. Generator's U.S. EPA ID Number—  
Manifest Document Number*

Enter the generator's U.S. EPA twelve digit identification number and the unique five digit number assigned to this Manifest (e.g., 00001) as it appears in item 1 on the first page of the Manifest.

*Item 22. Page —*

Enter the page number of this Continuation Sheet.

*Item 23. Generator's Name*

Enter the generator's name as it appears in item 3 on the first page of the Manifest.

*Item 24. Transporter — Company Name*

If additional transporters are used to transport the waste described on this Manifest, enter the company name of each additional transporter in the order in which they will transport the waste. Enter after the word "Transporter" the order of the transporter. For example, Transporter 3 Company Name. Each Continuation Sheet will record the names of two additional transporters.

*Item 25. U.S. EPA ID Number*

Enter the U.S. EPA twelve digit identification number of the transporter described in item 24.

*Item 26. Transporter — Company Name*

If additional transporters are used to transport the waste described on this Manifest, enter the company name of each additional transporter in the order in which they will transport the waste. Enter after

the word "Transporter" the order of the transporter. For example, Transporter 4 Company Name. Each Continuation Sheet will record the names of two additional transporters.



*Item 27. U.S. EPA ID Number*

Enter the U.S. EPA twelve digit identification number of the transporter described in item 26.

*Item 28. U.S. DOT Description Including Proper Shipping Name, Hazardous Class, and ID Number (UN/NA)*

Refer to item 11.

*Item 29. Containers (No. and Type)*

Refer to item 12.

*Item 30. Total Quantity*

Refer to item 13.

*Item 31. Unit (Wt./Vol.)*

Refer to item 14.

*Item 32. Special Handling Instructions*

Generators may use this space to indicate special transportation, treatment, storage, or disposal information or Bill of Lading information. States are not authorized to require additional, new, or different information in this space.

• • • • •  
**TRANSPORTERS**

*Item 33. Transporter — Acknowledgement of Receipt of Materials*

Enter the same number of the Transporter as identified in item 24. Enter also the name of the person accepting the waste on behalf of the Transporter (Company Name) identified in item 24. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

*Item 34. Transporter — Acknowledgement of Receipt of Materials*

Enter the same number as identified in item 26. Enter also the name of the person accepting the waste on behalf of the Transporter (Company Name) identified in item 26. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

• • • • •

## CHEMICAL PROCESSORS, INC./RESOURCE RECOVERY CORP.

5501 Airport Way So. • Seattle, WA 98108  
Chempro 767-0350 • Resource Recovery 767-0355

3438

Please print or type  
(Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2000-0404. Expires 7-31-8

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No.	Manifest Document No.	2. Page 1 of	Information in the shaded areas is not required by Federal law.												
3. Generator's Name and Mailing Address				A. State Manifest Document Number													
4. Generator's Phone ( )				B. State Generator's ID													
5. Transporter 1 Company Name		6. US EPA ID Number		C. State Transporter's ID													
7. Transporter 2 Company Name		8. US EPA ID Number		D. Transporter's Phone													
9. Designated Facility Name and Site Address		10. US EPA ID Number		E. State Transporter's ID													
<input type="checkbox"/> Chempro 734 So. Lucile St. Seattle, WA (206) 767-0350 <input type="checkbox"/> Chempro Pier 91 Seattle, WA (206) 284-2450 <input type="checkbox"/> Chempro 1701 Alexander Tacoma, WA (206) 627-7568 <input type="checkbox"/> Other:		WAD 000812909 WAD 000812917 WAD 0202257945		F. Transporter's Phone													
				G. State Facility's ID													
				H. Facility's Phone													
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)			12. Containers	13. Total Quantity	14. Unit Wt/Vol	15. Waste No.											
<table border="1"> <thead> <tr> <th>HM</th> <th></th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> </tr> <tr> <td>b.</td> <td></td> </tr> <tr> <td>c.</td> <td></td> </tr> <tr> <td>d.</td> <td></td> </tr> </tbody> </table>			HM		a.		b.		c.		d.		No.	Type			
HM																	
a.																	
b.																	
c.																	
d.																	
J. Additional Descriptions for Materials Listed Above			K. Handling Codes for Wastes Listed Above														
15. Special Handling Instructions and Additional Information																	
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations. Unless I am a small quantity generator who has been exempted by statute or regulation from the duty to make a waste minimization certification under Section 3002(b) of RCRA, I also certify that I have a program in place to reduce volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.																	
Printed/Typed Name				Signature													
				Month Day Year													
17. Transporter 1 Acknowledgement of Receipt of Materials																	
Printed/Typed Name				Signature													
				Month Day Year													
18. Transporter 2 Acknowledgement of Receipt of Materials																	
Printed/Typed Name				Signature													
				Month Day Year													
19. Discrepancy Indication Space																	
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in item 19.																	

GENERATOR

TRANSPORTER

FACILITY



UNIFORM HAZARDOUS WASTE MANIFEST (Continuation Sheet)		21. Generator's US EPA ID No.	Manifest Document No.	22. page	Information in the shaded areas is not required by Feder law.	
23. Generator's Name			L. State Manifest Document Number			
			M. State Generator's ID			
24. Transporter _____ Company Name		25. US EPA ID Number		N. State Transporter's ID		
				O. Transporter's Phone		
26. Transporter _____ Company Name		27. US EPA ID Number		P. State Transporter's ID		
				Q. Transporter's Phone		
28. DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)			29. Containers		30. Total Quantity	31. Unit Wt./Vol.
			No.	Type		
a.						
b.						
c.						
d.						
e.						
f.						
g.						
h.						
i.						
S. Additional Descriptions for Materials Listed Above				T. Handling Codes for Wastes Listed Above		
32. Special Handling Instructions and Additional Information						
T R A N S P O R T E R	33. Transporter _____ Acknowledgement of Receipt of Materials					Date
	Printed/Typed Name				Signature	Month Day Y
	34. Transporter _____ Acknowledgement of Receipt of Materials					Date
	Printed/Typed Name				Signature	Month Day Y
F A C I L I T Y	35. Discrepancy Indication Space					

"WHAT IS WRONG  
WITH  
THIS MANIFEST?"

5



# MANIFEST REVIEW 1

Published by J. J. KELLER & ASSOCIATES, INC., Neenah, WI 54956-0368

## CHEMICAL PROCESSORS, INC./RESOURCE RECOVERY CORP.

5501 Airport Way So. • Seattle, WA 98108  
Chempro 767-0350 • Resource Recovery 767-0355

3438

Please print or type  
(Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2000-0404. Expires 7-31-8

<b>UNIFORM HAZARDOUS WASTE MANIFEST</b>		1. Generator's US EPA ID No. WAD 458931111		Manifest Document No. 00003		2. Page 1 1 of 1		Information in the shaded areas is not required by Federal law.						
3. Generator's Name and Mailing Address KOOCE MANUFACTURERS 8000 West St Seattle WA 98188						A. State Manifest Document Number								
						B. State Generator's ID								
4. Generator's Phone (206) 841-1111						C. State Transporter's ID								
5. Transporter 1 Company Name Fred's Hauling						D. Transporter's Phone 623-1038								
6. US EPA ID Number WAD000008000						E. State Transporter's ID								
7. Transporter 2 Company Name						F. Transporter's Phone								
8. US EPA ID Number						G. State Facility's ID								
9. Designated Facility Name and Site Address <input type="checkbox"/> Chempro 734 So. Lucile St. Seattle, WA (206) 767-0350 <input type="checkbox"/> Chempro Pier 91 Seattle, WA (206) 284-2450 <input type="checkbox"/> Chempro 1701 Alexander Tacoma, WA (206) 627-7568 <input type="checkbox"/> Other:						H. Facility's Phone								
10. US EPA ID Number WAD 000812909 WAD 000812917 WAD 0202257945														
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)						12. Containers		13. Total Quantity		14. Unit Wt/Vol		15. Waste No.		
						No. Type								
						1 11		4200		G		D001		
J. Additional Descriptions for Materials Listed Above						K. Handling Codes for Wastes Listed Above								
15. Special Handling Instructions and Additional Information														
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations. Unless I am a small quantity generator who has been exempted by statute or regulation from the duty to make a waste minimization certification under Section 3002(b) of RCRA, I also certify that I have a program in place to reduce volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.														
Printed/Typed Name Al Kooce					Signature <i>Al Kooce</i>					Month Day Year 6 8 88				
17. Transporter 1 Acknowledgement of Receipt of Materials														
Printed/Typed Name Fred Manchester					Signature <i>Fred Manchester</i>					Month Day Year 6 8 88				
18. Transporter 2 Acknowledgement of Receipt of Materials														
Printed/Typed Name					Signature					Month Day Year				
19. Discrepancy Indication Space														
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in item 19.														

GENERATOR

TRANSPORTER

FACILITY



# MANIFEST REVIEW 2

Published by J. J. KELLER & ASSOCIATES, INC., Neenah, WI 54956-0368

## CHEMICAL PROCESSORS, INC./RESOURCE RECOVERY CORP.

5501 Airport Way So. • Seattle, WA 98108  
Chempro 767-0350 • Resource Recovery 767-0355

3438

Please print or type  
(Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2000-0404. Expires 7-31-00

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No. ORD152870143		Manifest Document No. 001		2. Page 1 1 of 1		Information in the shaded areas is not required by Federal law.									
3. Generator's Name and Mailing Address WASHET MARKET 1001 Pike St Seattle WA 98104						A. State Manifest Document Number											
4. Generator's Phone (206) 782-9999						B. State Generator's ID											
5. Transporter 1 Company Name Basket Weavers			6. US EPA ID Number			C. State Transporter's ID											
7. Transporter 2 Company Name			8. US EPA ID Number			D. Transporter's Phone											
9. Designated Facility Name and Site Address <input type="checkbox"/> Chempro 734 So. Lucile St. Seattle, WA (206) 767-0350 <input checked="" type="checkbox"/> Chempro Pier 91 Seattle, WA (206) 284-2450 <input type="checkbox"/> Chempro 1701 Alexander Tacoma, WA (206) 627-7568 <input type="checkbox"/> Other:			10. US EPA ID Number WAD 000812909 WAD 000812917 WAD 0202257945			E. State Transporter's ID											
						F. Transporter's Phone											
						G. State Facility's ID											
						H. Facility's Phone											
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)						12. Containers		13. Total Quantity		14. Unit Wt/Vol		15. Waste No.					
a. WASTE COMBUSTIBLE LIQUID, N.O.S. UN 1993						5		DM		850		G D001					
b.																	
c.																	
d.																	
J. Additional Descriptions for Materials Listed Above						K. Handling Codes for Wastes Listed Above											
15. Special Handling Instructions and Additional Information																	
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations. Unless I am a small quantity generator who has been exempted by statute or regulation from the duty to make a waste minimization certification under Section 3002(b) of RCRA, I also certify that I have a program in place to reduce volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.																	
Printed/Typed Name						Signature						Month		Day		Year	
17. Transporter 1 Acknowledgement of Receipt of Materials																	
Printed/Typed Name Tom Harding						Signature <i>Tom Harding</i>						Month 6		Day 8		Year 88	
18. Transporter 2 Acknowledgement of Receipt of Materials																	
Printed/Typed Name Theresa Brent						Signature <i>Theresa Brent</i>						Month 6		Day 8		Year 88	
19. Discrepancy Indication Space																	
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in item 19.																	

GENERATOR

TRANSPORTER

FACILITY



## CHEMICAL PROCESSORS, INC./RESOURCE RECOVERY CORP.

5501 Airport Way So. • Seattle, WA 98108  
Chempro 767-0350 • Resource Recovery 767-0355

3438

Please print or type  
(Form designed for use on elite (12-pitch) typewriter.)

Form Approved, OMB No. 2000-0404. Expires 7-31-86

<b>UNIFORM HAZARDOUS WASTE MANIFEST</b>		1. Generator's US EPA ID No.		Manifest Document No. 00003		2. Page 1 1 of 1		Information in the shaded areas is not required by Federal law.			
3. Generator's Name and Mailing Address CARMEN'S LUGGAGE Ballard Ave Seattle WA 98124 4. Generator's Phone (206) 812-4593						A. State Manifest Document Number					
5. Transporter 1 Company Name Hormor's Horrors						6. US EPA ID Number WAD000000087		B. State Generator's ID			
7. Transporter 2 Company Name						8. US EPA ID Number		C. State Transporter's ID			
9. Designated Facility Name and Site Address <input type="checkbox"/> Chempro 734 So. Lucile St. Seattle, WA (206) 767-0350 <input checked="" type="checkbox"/> Chempro Pier 91 Seattle, WA (206) 284-2450 <input type="checkbox"/> Chempro 1701 Alexander Tacoma, WA (206) 627-7568 <input type="checkbox"/> Other:						10. US EPA ID Number WAD 000812909 WAD 000812917 WAD 0202257945		D. Transporter's Phone			
								E. State Transporter's ID			
								F. Transporter's Phone			
								G. State Facility's ID			
								H. Facility's Phone			
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)						12. Containers		13. Total Quantity		14. Unit Wt/Vol	
a. <input type="checkbox"/> HM HAZARDOUS WASTE LIQUID, N.O.S. NA 9189 ORM-E						No. Type		Quantity		Waste No.	
b.						3 TT		8000		G D001	
c.											
d.											
J. Additional Descriptions for Materials Listed Above a. High lead FLASHPOINT-128°F						K. Handling Codes for Wastes Listed Above					
15. Special Handling Instructions and Additional Information											
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations. Unless I am a small quantity generator who has been exempted by statute or regulation from the duty to make a waste minimization certification under Section 3002(b) of RCRA, I also certify that I have a program in place to reduce volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.											
Printed/Typed Name						Signature					
						Month Day Year					
17. Transporter 1 Acknowledgement of Receipt of Materials											
Printed/Typed Name Herbert Hormor						Signature Herbert Hormor					
						Month Day Year 6 8 86					
18. Transporter 2 Acknowledgement of Receipt of Materials											
Printed/Typed Name						Signature					
						Month Day Year					
19. Discrepancy Indication Space											
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in item 19.											
Printed/Typed Name						Signature					
						Month Day Year					

GENERATOR

TRANSPORTER

FACILITY



environment, outside the facility, he must report his findings as follows:

(1) If his assessment indicates that evacuation of local areas may be advisable, he must immediately notify appropriate local authorities. He must be available to help appropriate officials decide whether local areas should be evacuated; and

(2) He must immediately notify either the government official designated as the on-scene coordinator for that geographical area (in the applicable regional contingency plan under Part 1510 of this Title), or the National Response Center (using their 24-hour toll free number 800/424-8802). The report must include:

(i) Name and telephone number of reporter;

(ii) Name and address of facility;

(iii) Time and type of incident (e.g., release, fire);

(iv) Name and quantity of material(s) involved, to the extent known;

(v) The extent of injuries, if any; and

(vi) The possible hazards to human health, or the environment, outside the facility.

(e) During an emergency, the emergency coordinator must take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures must include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.

(f) If the facility stops operations in response to a fire, explosion or release, the emergency coordinator must monitor for leaks, pressure buildup, gas generation, or ruptures in valves, pipes, or other equipment, wherever this is appropriate.

(g) Immediately after an emergency, the emergency coordinator must provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.

[Comment: Unless the owner or operator can demonstrate, in accordance with § 261.3(c) or (d) of this Chapter, that the recovered material is not a hazardous waste, the owner or operator becomes a

generator of hazardous waste and must manage it in accordance with all applicable requirements of Parts 262, 263, and 265 of this Chapter.]

(h) The emergency coordinator must ensure that, in the affected area(s) of the facility:

(1) No waste that may be incompatible with the released material is treated, stored, or disposed of until cleanup procedures are completed; and

(2) All emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.

(i) The owner or operator must notify the Regional Administrator, and appropriate State and local authorities, that the facility is in compliance with paragraph (h) of this Section before operations are resumed in the affected area(s) of the facility.

(j) The owner or operator must note in the operating record the time, date, and details of any incident that requires implementing the contingency plan. Within 15 days after the incident he must submit a written report on the incident to the Regional Administrator. The report must include:

(1) Name, address, and telephone number of the owner or operator;

(2) Name, address, and telephone number of the facility;

(3) Date, time, and type of incident (e.g., fire, explosion);

(4) Name and quantity of material(s) involved;

(5) The extent of injuries, if any;

(6) An assessment of actual or potential hazards to human health or the environment, where this is applicable; and

(7) Estimated quantity and disposition of recovered material that resulted from the incident.

(Approved by the Office of Management and Budget under control number 2050-0002)

[265.56 amended by 50 FR 4513, January 31, 1985]

§§ 265.57-265.69 [Reserved]

#### Subpart E—Manifest System, Recordkeeping, and Reporting

##### § 265.70 Applicability.

The regulations in this Subpart apply to owners and operators of both on-site

and off-site facilities, except as § 265.1 provides otherwise. Sections 265.71, 265.72, and 265.76 do not apply to owners and operators of on-site facilities that do not receive any hazardous waste from off-site sources.

##### § 265.71 Use of manifest system.

(a) If a facility receives hazardous waste accompanied by a manifest, the owner or operator, or his agent, must:

(1) Sign and date each copy of the manifest to certify that the hazardous waste covered by the manifest was received;

(2) Note any significant discrepancies in the manifest (as defined in § 265.72(a)) on each copy of the manifest;

[Comment: The Agency does not intend that the owner or operator of a facility whose procedures under § 265.13(c) include waste analysis must perform that analysis before signing the manifest and giving it to the transporter. Section 265.72(b), however, requires reporting an unreconciled discrepancy discovered during later analysis.]

(3) Immediately give the transporter at least one copy of the signed manifest;

(4) Within 30 days after the delivery, send a copy of the manifest to the generator; and

(5) Retain at the facility a copy of each manifest for at least three years from the date of delivery.

(b) If a facility receives, from a rail or water (bulk shipment) transporter, hazardous waste which is accompanied by a shipping paper containing all the information required on the manifest (excluding the EPA identification numbers, generator's certification, and signatures), the owner or operator, or his agent, must:

[265.71(b)(1) and (2) revised by 45 FR 86973, December 31, 1980]

(1) Sign and date each copy of the manifest or shipping paper (if the manifest has not been received) to certify that the hazardous waste covered by the manifest or shipping paper was received;

(2) Note any significant discrepancies (as defined in § 265.72(a)) in the manifest or shipping paper (if the manifest has not been received) on each copy of the manifest or shipping paper;

[Comment: The Agency does not intend that the owner or operator of a facility whose procedures under § 265.13(c) include waste analysis must perform that analysis

[Sec. 265.71(b)(2)]



before signing the shipping paper and giving it to the transporter. Section 265.72(b), however, requires reporting an unreconciled discrepancy discovered during later analysis.]

[265.71(b)(3)—(5) revised by 45 FR 86973, December 31, 1980]

(3) Immediately give the rail or water (bulk shipment) transporter at least one copy of the manifest or shipping paper (if the manifest has not been received);

(4) Within 30 days after the delivery, send a copy of the signed and dated manifest to the generator; however, if the manifest has not been received within 30 days after delivery, the owner or operator, or his agent, must send a copy of the shipping paper signed and dated to the generator; and

[Comment: Section 262.23(c) of this Chapter requires the generator to send three copies of the manifest to the facility when hazardous waste is sent by rail or water (bulk shipment).]

(5) Retain at the facility a copy of the manifest and shipping paper (if signed in lieu of the manifest at the time of delivery) for at least three years from the date of delivery.

(c) Whenever a shipment of hazardous waste is initiated from a facility, the owner or operator of that facility must comply with the requirements of Part 262 of this chapter. [Comment: The provisions of §262.34 are applicable to the on-site accumulation of hazardous wastes by generators. Therefore, the provisions of §262.34 only apply to owners or operators who are shipping hazardous waste which they generated at that facility.]

[265.71(c) added by 45 FR 86970, December 31, 1980]

[Approved by the Office of Management and Budget under control number 2050-0039]

[265.71 amended by 50 FR 4513, January 31, 1985]

#### § 265.72 Manifest discrepancies.

(a) Manifest discrepancies are differences between the quantity or type of hazardous waste designated on the manifest or shipping paper, and the quantity or type of hazardous waste a facility actually receives. Significant discrepancies in quantity are: (1) for bulk waste, variations greater than 10 percent in weight, and (2) for batch waste, any variation in piece count, such as a discrepancy of one drum in a truckload. Significant discrepancies in type are obvious differences which can be discovered by inspection or waste analysis, such as waste solvent

substituted for waste acid, or toxic constituents not reported on the manifest or shipping paper.

(b) Upon discovering a significant discrepancy, the owner or operator must attempt to reconcile the discrepancy with the waste generator or transporter (e.g., with telephone conversations). If the discrepancy is not resolved within 15 days after receiving the waste, the owner or operator must immediately submit to the Regional Administrator a letter describing the discrepancy and attempts to reconcile it, and a copy of the manifest or shipping paper at issue.

[Approved by the Office of Management and Budget under control number 2050-0039]

[265.72 amended by 50 FR 4513, January 31, 1985]

#### § 265.73 Operating record.

(a) The owner or operator must keep a written operating record at his facility.

(b) The following information must be recorded, as it becomes available, and maintained in the operating record until closure of the facility:

(1) A description and the quantity of each hazardous waste received, and the method(s) and date(s) of its treatment, storage, or disposal at the facility as required by Appendix I;

(2) The location of each hazardous waste within the facility and the quantity at each location. For disposal facilities, the location and quantity of each hazardous waste must be recorded on a map or diagram of each cell or disposal area. For all facilities, this information must include cross-references to specific manifest document numbers, if the waste was accompanied by a manifest;

[Comment: See §§ 265.119, 265.279, and 265.309 for related requirements.]

(3) Records and results of waste analyses and trial tests performed as specified in §§ 265.13, 265.193, 265.225, 265.252, 265.273, 265.314, 265.341, 265.375, and 265.402;

[Information collection requirements approved by OBM under control number 2050-0013]

[265.73(b)(3) amended by 46 FR 7678, January 23, 1981; 50 FR 18374, April 30, 1985]

(4) Summary reports and details of all incidents that require implementing the contingency plan as specified in § 265.58(j);

(5) Records and results of inspections as required by § 265.15(d) (except these data need be kept only three years);

(6) Monitoring, testing, or analytical data where required by §§ 265.90, 265.94, 265.276, 265.278, 265.280(d)(1), 265.347, and 265.377; and,

[Comment: As required by § 265.94, monitoring data at disposal facilities must be kept throughout the post-closure period.]

(7) All closure cost estimates under § 265.142 and, for disposal facilities, all post-closure cost estimates under § 265.144.

[Approved by the Office of Management and Budget under control number 2050-0039]

[265.73 amended by 50 FR 4513, January 31, 1985]

#### § 265.74 Availability, retention, and disposition of records.

(a) All records, including plans, required under this Part must be furnished upon request, and made available at all reasonable times for inspection, by any officer, employee, or representative of EPA who is duly designated by the Administrator.

(b) The retention period for all records required under this Part is extended automatically during the course of any unresolved enforcement action regarding the facility or as requested by the Administrator.

(c) A copy of records of waste disposal locations and quantities under § 265.73(b)(2) must be submitted to the Regional Administrator and local land authority upon closure of the facility (see § 265.119).

[NOTE: 265.75 suspended for calendar year 1980 by 46 FR 8395, January 26, 1981. See editor's note at 161:2051.]

265.75 compliance deadlines for submitting 1981 annual reports clarified by 47 FR 44938, October 12, 1982. See editor's note at 161:2051]

[Approved by the Office of Management and Budget under control number 2050-0013]

[265.74 amended by 50 FR 4513, January 31, 1985]

#### § 265.75 Biennial report.

The owner or operator must prepare and submit a single copy of a biennial report to the Regional Administrator by

[Sec. 265.75]



March 1 of each even numbered year. The biennial report must be submitted on EPA Form 8700-13B. The report must cover facility activities during the previous calendar year and must include the following information:

[265.75 amended by 48 FR 3981, January 28, 1983]

(a) The EPA identification number, name, and address of the facility;

(b) The calendar year covered by the report;

(c) For off-site facilities, the EPA identification number of each hazardous waste generator from which the facility received a hazardous waste during the year; for imported shipments, the report must give the name and address of the foreign generator;

(d) A description and the quantity of each hazardous waste the facility received during the year. For off-site facilities, this information must be listed by EPA identification number of each generator;

(e) The method of treatment, storage, or disposal for each hazardous waste;

(f) Monitoring data under § 265.94(a)(2)(ii) and (iii), and (b)(2), where required;

(g) The most recent closure cost estimate under § 265.142, and, for disposal facilities, the most recent post-closure cost estimate under § 265.144; and

(h) The certification signed by the owner or operator of the facility or his authorized representative.

(Approved by the Office of Management and Budget under control number 2050-0024)

[265.75 amended by 50 FR 4513, January 31, 1985]

#### § 265.76 Unmanifested waste report.

If a facility accepts for treatment, storage, or disposal any hazardous waste from an off-site source without an accompanying manifest, or without an accompanying shipping paper as described in § 263.20(e)(2) of this Chapter, and if the waste is not excluded from the manifest requirement by § 261.5 of this Chapter, then the

owner or operator must prepare and submit a single copy of a report to the Regional Administrator within fifteen days after receiving the waste. The unmanifested waste report must be submitted on EPA form 8700-13B. Such report must be designated

'Unmanifested Waste Report' and include the following information:

[265.76 amended by 48 FR 3981, January 28, 1983]

(a) The EPA identification number, name, and address of the facility;

(b) The date the facility received the waste;

(c) The EPA identification number, name, and address of the generator and the transporter, if available;

(d) A description and the quantity of each unmanifested hazardous waste the facility received;

(e) The method of treatment, storage, or disposal for each hazardous waste;

(f) The certification signed by the owner or operator of the facility or his authorized representative; and

(g) A brief explanation of why the waste was unmanifested, if known.

[Comment: Small quantities of hazardous waste are excluded from regulation under this Part and do not require a manifest. Where a facility receives unmanifested hazardous wastes, the Agency suggests that the owner or operator obtain from each generator a certification that the waste qualifies for exclusion. Otherwise, the Agency suggests that the owner or operator file an unmanifested waste report for the hazardous waste movement.]

(Approved by the Office of Management and Budget under control number 2050-0013)

[265.76 amended by 50 FR 4513, January 31, 1985]

#### § 265.77 Additional reports.

In addition to submitting the biennial report and unmanifested waste reports described in §§ 265.75 and 265.76, the owner or operator must also report to the Regional Administrator:

[265.77 introductory paragraph amended by 48 FR 3981, January 28, 1983]

(a) Releases, fires, and explosions as specified in § 265.56(j);

(b) Ground-water contamination and

monitoring data as specified in §§ 265.9 and 265.94; and

(c) Facility closure as specified in § 265.115.

§§ 265.78-265.89 [Reserved]

#### Subpart F—Ground-Water Monitoring

##### § 265.90 Applicability.

(a) Within one year after the effective date of these regulations, the owner or operator of a surface impoundment, landfill, or land treatment facility which is used to manage hazardous waste must implement a ground-water monitoring program capable of determining the facility's impact on the quality of ground water in the uppermost aquifer underlying the facility, except as § 265.1 and paragraph (c) of this Section provide otherwise.

(b) Except as paragraphs (c) and (d) of this Section provide otherwise, the owner or operator must install, operate and maintain a ground-water monitoring system which meets the requirements of § 265.91, and must comply with §§ 265.92-265.94. This ground-water monitoring program must be carried out during the active life of the facility, and for disposal facilities, during the post-closure care period as well.

(c) All or part of the ground-water monitoring requirements of this Subpart may be waived if the owner or operator can demonstrate that there is a low potential for migration of hazardous waste or hazardous waste constituents from the facility via the uppermost aquifer to water supply wells (domestic, industrial, or agricultural) or to surface water. This demonstration must be in writing, and must be kept at the facility. This demonstration must be certified by a qualified geologist or geotechnical engineer and must establish the following:

(1) The potential for migration of hazardous waste or hazardous waste constituents from the facility to the uppermost aquifer, by an evaluation of

(i) A water balance of precipitation, evapotranspiration, runoff, and infiltration; and

(ii) Unsaturated zone characteristics (i.e., geologic materials, physical properties, and depth to ground water, and

(2) The potential for hazardous waste or hazardous waste constituents which

[Sec. 265.90(c)(2)]

# REQUIRED TRAINING:

## GENERAL:

Introduction to Chempro (at start)

1 General Safety

2 Chemical Hazards, HMIS

General Materials Identification

Protective Equipment

4 General

5 Respirators ————— Should include  
6 Fresh Air Supply ————— required fit test  
record

Emergency Response

7 Fire

8 Spills

9 Foamite System

First Aid - CPR (outside)

10 DOT/EPA Labeling/Placarding/Manifesting

11 General Recordkeeping - Drum Tracking

12 General Inspection and Maintenance

13 Forklift Safety and Operation

## SPECIFIC:

Date/Init

Date/Init

Date/Init

Date/Init

Date/Init



	PLANT-CHEMPRO ORIENTATION	H M I S	PROTECTIVE EQUIPMENT	EMERGENCY RESPONSE	SPCC PLAN	FIRST AID - CPR	FORKLIFT SAFETY AND OPERATIONS	DOT/EPA/ LABELING PLACARDING MANIFESTING	GENERAL RECORDKEEPING	MATERIAL SAFETY DATA SHEETS PURPOSE		
PLANT MANAGER												
PRODUCTION MANAGER												
FOREMAN												
OPERATOR												
FRONT MAN												
DOCK MAN												
MAINTENANCE MAN												

X = REQUIRED

R = RECOMMENDED BUT NOT REQUIRED

PIER 91 POSITIONS

Plant Manager

Production Manager/Administrative Assistant

Foreman

Operator

Front Man

Dock Man

Maintenance Man

JOB TITLE: Plant Manager

LOCATION: CHEMPRO -  
Pier 91

REPORTS TO:

FUNCTIONS:

Responsible for the day-to-day management of all operations of the Pier 91 plant.

DUTIES:

Operations

Establish production schedules.

Determine personnel requirements and scheduling.

Hire, fire, supervise, train and evaluate employees.

Inspect overall plant

Identify maintenance items and schedule repairs and maintenance.

Coordinate samples and required analysis with the laboratory.

Maintain proper DOT drum labelling at all times.

Recognize chemical hazards and control them through proper storage and handling techniques. Use and maintain the Hazardous Materials Identification Systems (HMIS). (Labels, MSDS's, Profiles).

Properly use protective equipment when required. Maintain personal protective equipment in working condition at all times.

Plant engineering (cost analysis). Assist in design and modification of materials handling and treatment processes.

Material flow analysis, planning and requirements.

Develop profiles on in-plant generated wastes.

Perform related duties as required.

12/5/85



JOB TITLE: Plant Manager

LOCATION: CHEMPRO -

REPORTS TO:

FUNCTIONS:

Responsible for the day-to-day management of all operations of the plant.

DUTIES:

Operations :

Establish production schedules.

Determine personnel requirements and scheduling.

Hire, fire, supervise, train and evaluate employees.

Inspect overall plant

Identify maintenance items and schedule repairs and maintenance.

Coordinate samples and required analysis with the laboratory.

Maintain proper DOT drum labelling at all times.

Recognize chemical hazards and control them through proper storage and handling techniques. Use and maintain the Hazardous Materials Identification Systems (HMIS). (Labels, MSDS's, Profiles).

Properly use protective equipment when required. Maintain personal protective equipment in working condition at all times.

Plant engineering (cost analysis). Assist in design and modification of materials handling and treatment processes.

Material flow analysis, planning and requirements.

Develop profiles on in-plant generated wastes.

Perform related duties as required.

12/5/85

**Sales:**

Assist in determining material acceptability for storage and/or treatment. Develop cost analysis for handling.

Schedule incoming shipments from customers.

Ensure profile confirmation prior to acceptance of waste.

Resolve discrepancies in manifests.

Customer relations as required.

12/5/85



**DUTIES: (cont)**

**Regulations:**

Work with Regulatory Affairs to determine plant compliance needs and implement all necessary changes in procedures and equipment.

Ensure day-to-day plant compliance with all applicable local, state, and federal regulations.

Maintain all required documents and records up to date and in an accessible and orderly manner.

Respond to plant emergencies as required by the Emergency Contingency Plan. Read, understand and memorize key points in the Plan.

Participate in Training and Safety programs.

**QUALIFICATIONS:**

A knowledge of chemistry with an emphasis in hazardous waste treatment which is normally attained through the completion of a B. S. degree, *or equivalent.*

Minimum of two years work experience in operations or equivalent training. Chemical plant experience desirable.

Supervision experience required.

Good verbal and written communication skills.

Facial hair must conform to requirements for proper fit, seal, and functioning of respirators.

**REQUIRED TRAINING:**

**GENERAL:**

Introduction to Chempro, Plant Orientation.

General Safety

Chemical Hazards, Hazardous Materials Identification System.  
General Materials Identification.

12/5/85

Protective Equipment: Applicability, Use and Maintenance.

Emergency Response: Preparedness and Prevention. Contingency Plan. Fires, Spills, other incidents.

First Aid - CPR.

DOT/EPA Labeling/Placarding/Manifesting.

General Recordkeeping - Drum tracking

General Inspection and Maintenance.

Forklift Safety and Operation.

#### **SPECIFIC:**

In depth training in the applicable regulatory requirements for the plant.

Familiarization with plant equipment and operating procedures.

#### **WORKING CONDITIONS:**

- 20 % Outdoor plant environment where there is exposure to dirt, dust, noise, odors, hot and cold temperatures, and machinery, and where there is potential exposure to hazardous chemicals and fumes.
- 80 % Normal office environment where there is no exposure to the above.



JOB TITLE:   Production Manager/  
                  Administrative Assistant

LOCATION:   CHEMPRO -  
          Pier 91

REPORTS TO:   Plant Manager

FUNCTIONS:

To coordinate production schedules and act as a liaison between the plant manager and operations personnel. Oversee the daily operations and lend assistance where needed.

DUTIES

Implement production schedules.

Supervises, trains and assists in employee evaluation.

Coordinates maintenance schedules.

Coordinates sampling for laboratory analysis.

Assists plant manager in chemical hazards control.

Drum labelling, protective equipment instruction, process design, and tank entry permits.

## FOREMAN

Each person working in the position of foreman shall be a qualified operator and shall be responsible for the following:

1. Assigning to the operators and front man the tests that must be run and supervising the testing to insure that they are run properly and the results are properly interpreted and recorded in the appropriate logs.
2. Assigning personnel to get samples and supervising the sampling to insure that proper procedures are being followed.
3. Keeping inventory of the supplies needed for testing and informing the plant manager when supplies begin to run low.
4. Reading the work order and assigning duties to shift personnel at the beginning of the shift.
5. Inspecting all paperwork to insure its accuracy and to confirm that it has been properly logged.
6. Logging all receipts, deliveries, transfers, treatments, circulations, and other shift activities in the operations log.
7. Supervising the monitoring of the metro discharge. Insuring that the effluent is checked often and it is recorded hourly on the log sheet.
8. Insuring that a water tank released to drop to metro is gauged immediately prior to and after discharge and that the gauges are recorded on the metro report sheet.
9. Making out a work order at the end of the shift and making sure the water tank gauges are on the work order.
10. Insuring that all tanks are gauged each shift and the gauges are recorded in the log.



11. Keeping inventory of bills of lading, dock work forms, overtime forms, effluent monitoring forms and work order forms and informing the plant manager when supplies are getting low.
12. Insuring that the log for the running volumes in the tanks is updated each time product enters or leaves a tank.
13. Directing any interviews from the media, the Port of Seattle, the Fire Department or any regulatory agency to the plant manager. In the event that the plant manager is not available, these people should be directed to the company management in the Georgetown office.
14. Assigning shift personnel with enough operations, monitoring, maintenance or clean up duties to keep them busy during the shift.
15. Supervising the set ups and double checking the routing for all transfers, circulations, receipts or fuelings to insure that the proper routings and valves are used.
16. Supervising all gauging activities to insure that gauges and temperatures are properly taken and that the results are properly interpreted.
17. Supervising all treatments to insure that proper methods and materials are used for those treatments. Also to insure that the method and date of treatment is logged in the operations log.
18. Keeping inventory of the supplies for treatment and informing the plant manager when supplies are getting low.
19. Immediately notifying the plant manager in the event of spills, cross contaminations or unintentional mixtures.
20. Inspecting the separator each shift and insuring that accumulated oil gets stripped off.
21. Insuring that a retain sample is taken for each receipt or fueling and that it is properly labeled and stored.

22. Keeping inventory of sample cans and hose gaskets and informing the plant manager when supplies are getting low.
23. Checking the nitrogen sparge on the HTA tanks every shift and assigning personnel to change the nitrogen bottle when necessary.
24. Informing the plant manager when the last bottle of nitrogen is being used.
25. Inspecting the facility at least minimum each shift for leaking valves, pipes, overheated tanks, malfunctioning equipment and messy or unsafe conditions.
26. Inspecting the truck loading and offloading areas each shift to insure that they are free of oil and rubbish and that drip pans are being properly used.
27. Inspecting the railroad car offloading area at least four times each shift of leaks or spills. Assigning people to clean it up if necessary.
28. Inspecting the dock fueling stations once each shift during use to insure that they are free of rubbish and oil. Also to be certain that anyone working the dock as a person in charge has his identification card, the operations manual, the fire extinguisher, the warning signs, the cargo information cards and the declarations on inspection in their proper places.
29. Insuring that each person making a spill cleans it up immediately. If the spill is too big for one person to easily clean it up, you must notify the plant manager and assign additional shift personnel to the cleanup.
30. Keeping an inventory of cleanup supplies and notifying the plant manager when supplies are getting low.
31. Monitoring the sludge build up in the separator and keeping the plant manager informed as to the amount of accumulation.



32. Inspecting the dock pick-up after each barge to insure that the operations manual, cargo identification cards, list of qualified persons in charge, and the declarations of inspection for the last thirty days are in their proper places. Also, to make sure the dock man has left the pickup in an orderly, clean and oil free condition.
33. Knowing the companies work and safety policy and insuring that the people on his shift abide by them.
34. Reporting any incidents of injury on the shift to the plant manager.
35. Inspecting the level of fuel for the foamite pumps once each week and informing the plant manager when the level falls below 50 gallons.
36. Implementing the contingency plan in case of a spill or uncontrolled release and immediately reporting the incident to the plant manager.
37. Reporting to the plant manager anyone on duty who is sleeping or malingering.
38. Immediately reporting to the plant manager anyone on duty who is in possession of alcohol or narcotics, anyone who during their shift is under the influence of alcohol or narcotics.
39. Reporting to the plant manager any cases of insubordination, or anyone refusing to perform their duties.
40. Reporting to the plant manager anyone who takes lunch or coffee breaks lasting longer than the allotted times.

### DOCKMAN

It shall be the responsibility of each person working the dock to:

1. Read and understand all the Coast Guard regulations outlined in the operations manual.
2. Comply with all the Coast Guard regulations listed in the operations manual.
3. Inspect all risers on the dock to insure they are closed and properly blanked before starting any fueling operation.
4. Carry a designated person-in-charge identification card.
5. Make sure the operations manual is at the fueling station being worked.
6. Make sure that the list of qualified person-in-charge in the operations manual is updated and that his name is on it.
7. Make sure the cargo information cards are at the fueling station being worked.
8. Insure that the containment boxes never accumulate more than one inch of oil or water in the bottom.
9. Keep the batteries for the radio charged.
10. Insure that the declarations of inspection are kept for thirty days in an orderly manner.
11. Keep the blender and the area around the blender in a clean and oil-free condition.



12. Keep the risers clean and oil free.
13. Insure that the risers are properly stenciled with the date of the last pressure testing.
14. Insure that any hose is properly stenciled with the date of the last pressure testing.
15. Keep the pick-up in a clean, orderly and oil-free condition.
16. Get a retain sample for each fueling.
17. Make sure the weight of the hose is always properly supported and that there is never any unnecessary strain placed on the riser.
18. Know the location of all risers and block valves at the facility.
19. Understand and follow operational procedures in the event of a leak or spill.

## OPERATOR

Each person treating or transferring product shall:

- 1) Have at least three months experience as a front man.
- 2) Have two months experience working with a qualified operator.
- 3) Learn all the pipes and valves to all receiving, treatment, storage tanks in the facility and demonstrate to the plant manager his knowledge and ability to successfully route product from one tank to another.
- 4) Successfully pass an examination which demonstrates his understanding of:
  - a) the hazardous waste manifest system
  - b) the operations log system
  - c) the SPCC and Contingency Plan
  - d) testing with colormetric tests
  - e) the workings of the foamite system
  - f) the dangers of chemicals used in the plant
  - g) the safe handling procedures for chemicals in the facility
  - h) City, state and federal regulations pertaining to the facility
- 5) Successfully complete a 5 hour course which will teach him the following:
  - a) procedures for testing for B.S. & W., water by distillation, gravity and viscosity
  - b) proper gauging techniques
  - c) proper sampling techniques
  - d) oil temperature conversions



- e) principles of oil treatment with emulsion breakers
- f) principles of phenol treatment with  $H_2O_2$
- g) principles of water treatment with polymers
- h) Metro permit limitations

Once the employee has successfully completed the training program he shall receive the title of Senior Operator.

Each person treating or transferring product shall be trained in and responsible for the following:

TESTING

- 1) Identifying the material in each tank by testing the pH, using the colormetric tests for phenol, heavy metals, running gravity, viscosity, B.S. & W. and water distillation.
- 2) Being able to determine the proper treatment methods for the following; water oil treatment with heat and emulsion breakers, waste water treatment with caustic and polymers, chromic acid treatment with meta bisulfide and caustic, phenol treatment with ferrous sulfite and hydrogen peroxide, hydrogen sulfide treatment with hydrogen peroxide, cyanide treatment with sodium hypochloride and acidification.
- 3) Being able to determine what percentage of oil at one viscosity can be mixed with an oil of another viscosity to get an oil of a desired viscosity.

RECORDKEEPING

- 1) Knowing and properly following the procedures dictated by the hazardous waste manifest system.
- 2) Filling out a hazard waste manifest for all outgoing hazardous waste material.
- 3) Filling out bills of lading for all outgoing products..
- 4) Making out waste receipts for each transfer.
- 5) Recording each transfer, delivery and receipt in the operations log.
- 6) Gauging and recording the volume of all tanks in the operations log.

- 7) Knowing the discharge limits for effluent dropping to Metro, monitoring the discharge and recording it on the monitoring log every hour.
- 8) Gauging the water tanks and meter readings before discharge to Metro and recording the time, date, and volume in the operations log.
- 9) Gauging the water tanks and meter readings immediately upon completion of discharge to Metro and recording the time, date and volume in the operations log.
- 10) Reading and understanding the SPCC, following the procedures outlined therein, in the event of a spill or uncontrolled release.
- 11) Insuring a retain sample is kept on any material leaving the plant.
- 12) Immediately reporting to the plant manager any spills, cross-contaminations, or unintentional mixtures.
- 13) Entering every receipt and delivery in running volume log.

OPERATIONS

- 1) Setting up the routing for transferring from tank to tank.
- 2) Properly setting the adjustable suction boom when transferring the upper portion of product from one tank to another.
- 3) Physically checking all valves before starting any transfer.
- 4) Gauging both tanks in a transfer prior to the transfer, fifteen minutes after starting a transfer, and every hour thereafter.
- 5) Inspecting the pumps prior to starting them, running the pumps at the proper speed and adjusting the packing when necessary.
- 6) Setting up the routing and physically checking all valves before starting a circulation.
- 7) Gauging the tank prior to circulating, fifteen minutes after a circulation and every hour thereafter.



- 8) Setting up the routing to deliver fuel to the docklines.
- 9) Gauging any tank receiving product at least every half hour.
- 10) Using proper gauging techniques and the strapping charts to determine the volume in the tanks.
- 11) Taking accurate temperatures of the tanks contents and correctly converting the gross bbl figures to the net bbl figure using the conversion charts.
- 12) Comparing the tankerman's figures to the shore figures and reporting any discrepancies of more than 50 bbls to the plant manager before releasing the vessel.
- 13) Setting up the routing to do a backsuction on the docklines.
- 14) Setting up the routing for and loading trucks.
- 15) Running a B.S. & W. on all reclaimed loads before releasing the vehicle.
- 16) Monitoring the temperature on all heated tanks and adjusting the steam heat to maintain the desired temperature.
- 17) Gauging the water tanks as the beginning of the shift.
- 18) Sampling treated water tanks and sending one sample to the Chempro lab and one sample to an independent lab for testing.
- 19) Inspecting the pH meter and oil monitoring probe on the effluent discharge system each shift.
- 20) Securing the water dropping to Metro when it no longer meets Metro's limits.
- 21) Inspecting and cleaning filters prior to loading trucks.
- 22) Inspecting Metro separator boxes for oil build-up each shift, removing all accumulations of oil.
- 23) Recording temps and gauges on all tanks each shift.

HOUSEKEEPING

- 1) Keeping the operations office in a clean, orderly and oil free condition.
- 2) Immediately containing and cleaning up all spills. If the spill is too big to be easily cleaned up, the plant manager must be notified so additional people can be put on the clean up.

SAFETY

- 1) Using and properly maintaining personal safety equipment including respirators and eye protection.
- 2) Understanding the hazards of all material handled and using proper protective equipment when handling the material.
- 3) Understanding the dangers involved when dealing with high pressure steam and using prudent and safe handling practices when using the steam cleaner.
- 4) Using proper procedures when lifting heavy objects.
- 5) Knowing the locations of all water outlets.
- 6) Knowing the location of the first aid kit and the methods for treating minor chemical burns.
- 7) Knowing the location of the phones and the numbers to be called in case of an emergency.
- 8) Knowing the location and proper methods for using fire extinguishers.
- 9) Notifying the fire department and starting and operating the foamite fire fighting equipment in case of fire.
- 10) Knowing the hazards of high pressure air and using safe handling methods when connecting and disconnecting air hoses.
- 11) Properly handling or propane including filling the propane cylinders.
- 12) Immediately cleaning any oil from the catwalks, handrails and walkways.



### FRONT MAN

Each person handling waste shall:

- 1) Have a minimum of three months experience working with a qualified person in that position.
- 2) Learn the pipes and manifold systems to all the treating and receiving tanks and demonstrate his knowledge of the system to the plant manager.
- 3) Successfully complete a 5 hour course which will teach him the following:
  - A) The hazardous waste manifest system.
  - B) Identification of incoming materials by odor, appearance, color and pH.
  - C) Reasons and workings of operations log.
  - D) The principles of and the proper use of colorimetric tests for heavy metals and phenol.
  - E) The principles and proper procedures for running a B.S. & W.
  - F) The material contained in the SPCC plan including the implementation of the plan in the event of a spill or uncontrolled release.
  - G) The workings of the foamite fire fighting system.
  - H) The dangers of chemicals he will likely encounter.
  - I) Safe handling procedures for chemicals he may encounter.
  - J) City, state and federal regulations dealing with his position.

Once the employee has successfully completed the training program he shall receive the title of front man, whereupon he shall be allowed to work unsupervised in that position and shall be responsible for the following.

Each person handling incoming waste material shall be trained in and responsible for the following:

TESTING

- 1) Inspecting the incoming material to verify its identity by checking the material's color, appearance, odor and pH.
- 2) Testing any questionable material by using the colormetric tests for heavy metals and phenol.
- 3) Running a B.S. & W on all incoming waste oil.

RECORDKEEPING

- 1) Properly following the procedures dictated by the hazardous waste manifest system.
- 2) Immediately reporting any discrepancies between the description of the material on the hazardous waste manifest and the material received.
- 3) Recording the B.S. & W of incoming waste oil on the waste receipt.
- 4) Properly recording the receipt of the waste material in the operations log.
- 5) Reading and understanding the SPCC plan and knowing the Contingency plans for spills or uncontrolled releases.
- 6) Properly filling out waste receipts for all incoming material.
- 7) Knowing the discharge limitations for effluent dropping to the Metro sewer system.



- 8) Reporting any cross contaminations, spills or untentional mixtures to the plant manager immediately.

OPERATIONS

- 1) Properly handling hoses to protect the integrity of the hose, the Kamlok fittings and gaskets.
- 2) Using drip containers to prevent product from getting on the ground.
- 3) Knowing the material in the receiving tank, identifying the incoming material in the receiving tank, identifying the incoming material and insuring that the incoming material is compatible with the material in the receiving tank.
- 4) Gauging the volume of the receiving tank to make certain that the incoming material will not overfill the tank.
- 5) Setting up the routing to the receiving tank, double checking that routing and physically observing the material entering the receiving tank once the pumping has started.
- 6) Inspecting the pump prior to pumping, cleaning the strainer, running the pump at the proper speed and pressure, and adjusting the packing as needed.
- 7) Gauging and recording the volumes of all receiving tanks once each shift.
- 8) Stripping the accumulated oil from the separator when required.
- 9) Inspecting the water pumps to make sure that they are functioning properly, that they are well lubricated and that they are pumping to the correct tank.
- 10) Monitoring effluent dropping to Metro to insure that it is within Metro's sewer limitations and notifying operator foreman if it appears to exceed the limits.
- 11) Making the connections to pump sludge from the sludge tanks to the sludge tanker and monitoring the filling of the tanker to prevent spills.

- 12) Operate the forklift in a safe and prudent manner.
- 13) Making the connections from the air compressor to any tank that is being air agitated.
- 14) Placing suspect material in isolater storage pool for further testing.
- 15) Inspecting and cleaning filters before offloading trucks.

HOUSEKEEPING

- 1) Maintaining the front area around the separator, pumps, and effluent discharge system in a clean and orderly condition.
- 2) Immediately containing and cleaning up any spill. If the spill is too big for one person to easily clean up, he must immediately report that spill to the plant manager so additional people can be placed on clean up.

SAFETY

- 1) Using and properly maintaining personal safety equipment including respirators and eye protection.
- 2) Understanding the hazards of all material being handled and using proper protective equipment when handling the material.
- 3) Understanding the dangers involved when dealing with high pressure steam and using prudent and safe handling practices when using the steam cleaner.
- 4) Using proper procedures when lifting heavy objects.
- 5) Knowing the locations of all water outlets.
- 6) Knowing the locations of the first aid kits and the methods for treating minor chemical burns.
- 7) Knowing the location of the phones and the numbers to be called in case of an emergency.



- 8) Knowing the location and proper methods for using fire extinguishers.
- 9) Being familiar with the procedures for starting and operating the foamite fire fighting equipment.
- 10) Knowing the hazards of high pressure air and using safe handling methods when connecting and disconnecting air hoses.

## WORK RULES

- 1) Employees are to punch time cards when entering plant from dressing room after changing into work clothing, and punch out when leaving for lunch, punch in when returning from lunch and punch out prior to changing and leaving the plant. Punch your own time card only.
- 2) Employees must notify plant superintendent or office if you cannot report to work for assigned shift due to accident, illness, or other personal requirements.
- 3) If you get ill while on the job, report to your shift supervisor and request permission to be excused from further work.
- 4) Sleeping, or leaving employer's premises except on an official errand during time of employment on shift will be cause for immediate discharge.
- 5) Consumption of alcoholic beverages, drugs while on shift will be cause for immediate discharge. Reporting for work in an intoxicated condition will be cause for immediate discharge.
- 6) Protective work clothing, including hard hats, steel toed boots, are to be worn at all times while working in plant. Protective gloves and safety glasses to be worn when handling hot material and caustics safety glasses are highly recommended for use at all times in the plant.
- 7) All errors, spills, erroneous tank mixes are to be reported to the plant superintendent at once. Failure to report a mistake that you've made and attempts by you to cover this mistake can result in immediate discharge.
- 8) All tools, products, containers and equipment are the property of Chemical Processors, Inc. Employees are not to remove any property from Chemical Processors for personal use without authorization of the plant superintendent. Such unauthorized removal may subject the employee to immediate discharge. Chemical Processors will allow reasonable quantities of its products for home use, but this must be cleared with the plant superintendent in advance on each specific occasion.



- 9) No firearms will be brought on company property for any reason, violation of this rule shall be grounds for immediate dismissal.
- 10) Horseplay, wrestling or practical jokes on fellow employees are forbidden.
- 11) Boots, gloves and clothing are expected to be kept clean. If you get into a particularly messy job, clean your equipment so that it is not tracked throughout the plant.
- 12) Smoking is prohibited in the plant. Violation of this rule will be cause for immediate discharge. Smoking is allowed in the office, washrooms, and outside the perimeter fence of the company.
- 13) Accidents: If you are the victim of an on the job injury you must report this immediately to your shift supervisor or plant superintendent. If you are in need of medical attention or first aid, contact your shift supervisor.
- 14) Employees are expected to keep credit and financial obligations in satisfactory condition, more than one week of garnishment in any six month period will be cause for discharge.
- 15) Safety chains on balconys must be kept in place. Equipment without safety guards shall not be operated, the fuses removed and the switch labeled "Do Not Use Until Guard Replaced".